

A new web request has been added under the Business tab on the GTC login page. The web request allows third party filers that have **no registration** with DOR to register as a third party filer.

Steps to Submit the Request:

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>)
2. Click the **Register third party filer** hyperlink under the **Business** tab

3. Review the information on the screen and then click the **Click to continue** button

4. Complete the **Confirm Eligibility** screen and then click the **Next** button
- Note: The only NAICS code associated with third party filers that are accepted are:
 - 541213 Tax Preparation Services
 - 541214 Payroll Services
 - 541219 Other Accounting Services
 - 541211 Offices of Certified Public Accountants
 - Note: Based on the Taxpayer Type (i.e. business structure) the ID will either be a FEIN or a SSN

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» Request: Third Party Registration

HELP

Confirm Eligibility Previous Next Cancel

Taxpayer Type Corporation

Federal Employer ID # 12-3123123

NAICS Code 541211 [Click to lookup NAICS code](#)

Business Description Offices of Certified Public Accountants

5. Enter your **Registration Information** and then click the **Next** button

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Enter Registration Information Previous Next Cancel

Legal Name 3RD PARTY TEST ACCOUNT

Doing Business As

Incorporation Date 03-Jan-2011

Description test account

6. Enter your **Contact Information** and then click the **Next** button

Enter Contact Information Previous Next Cancel

First Name: JOHN
Last Name: DOE

Phone Type: Business Phone Country: USA

Area Code: 1 (111) Phone Number: 111-1111 Extension:

7. Enter the **Address Information** and then click the **Next** button
- Note: You will be prompted to enter a mailing address if it differs from the location address

Enter Address Information Previous Next Cancel

Business Location

Country: USA
Street: 1800 CENTURY BLVD
Unit Type/Unit #: City: ATLANTA
State/Zip Code: GEORGIA 30345-0000 County: DEKALB

Is your mailing address the same as your business address? Yes

8. Enter your desired **GTC login ID** and then click the **Submit** button

Create a GTC Login Previous Submit Cancel

Desired Logon ID: 3rdpartytestaccount

Please click the submit button at the top to complete this request.

9. Review the information on the pop-up window, provide an email address you can be contacted at, and then click the **Yes** button

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

If your request is approved, then you will be sent an e-mail with a temporary password for logging onto GTC. You will be required to change the password upon logging on.

Are you sure you want to submit this request?

Email I

Confirm Email

Yes
No

10. The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records

Print Confirmation Ok

CONFIRMATION

Request Information

Status	Pending
Confirmation Number	1-363-540-192
E-mail	jannel.henderson@dor.ga.gov
Request Title	Third Party Filer Registration
Submitted	13-Jan-2015

Your confirmation code is: yzbkxs.


Your request has been submitted and will be processed in the order it was received. If you would like to view your request you can use the 'Find an existing request' link on the GTC home page. You will need to provide the e-mail address used upon submission of your request and your confirmation code (yzbkxs).

If your request is approved, then you will receive an e-mail shortly with a temporary password for logging onto GTC.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Steps to Complete the Request:

1. Log into the GTC website using the temporary password from the email you received



This is an official communication sent to you by the Georgia Department of Revenue regarding your Georgia Tax Center account.

Your third party filer registration request has been processed.

Your Temporary Password is 84df6r7j.

Please log in to [Georgia Tax Center](#) to complete this request. You will be required to create a new password upon logging on.

Please do not respond to this email directly, as any response to this email will not be received.

To ensure delivery of this email, please add NoReply@dor.ga.gov to your address book or approved senders list.

This message is for the named person's use only. It may contain confidential, proprietary or legally privileged information. No confidentiality or privilege is waived or lost by any mistaken transmission. If you receive this message in error, please immediately delete it.

- When prompted, enter a new password and then click the **Submit** button. Click the OK button on the pop-up window that appears once the password has been updated
 - Note: Password rules are shown to the right

- Complete the **Profile Information** screen and then click the **Save** action button.

You will be taken to the Home screen of GTC once your password and profile have been updated.